Primary Exam instructions:
(It is helpful to familiarize yourself with these instructions prior to the exam beginning.)

Starting the Software:
Mac and Windows: Follow the on screen prompts while launching the software. Go to http://law.wisc.edu/help/my.php for your exam ID if you do not know it. Even if your exam is an open book exam, this exam is a CLOSED exam.

*****IMPORTANT*****
It is MANDATORY that when you come to the selection for CLOSED vs. OPEN exams, you choose CLOSED.

- We do recommend that you choose “largest” as the option when asked about font size.
- Do not worry about double spacing your exam, that is done when the exam is printed.

Spell Check:
Mac: We recommend that mac users turn “check as you type” on at the beginning of their exam. To do so, Secondary click (hold down control and click) and choose Spelling -> Check as you type
Windows: Click on Tools -> Check Spelling

Multiple Answers:
Mac and Windows: Click on Tools -> Insert Answer Separator (You may add the question number to the answer separator.) (This causes a new answer header to be printed when your exam prints as forces a PAGE BREAK.)

Word Count:
Mac and Windows: Click on Tools -> Show Document Statistics (You must use Answer Separators if you wish to have word counts for individual questions.)

Saving your Exam:
Mac and Windows: The exam software saves your exam continuously every 10 seconds while you’re taking your exam. When you exit the exam, it also does a final save. There is no need to save the exam manually while taking it. (There are various other housekeeping tasks that happen to ensure you don’t end up with an exceptional number of copies of your exam, but you can ignore those tasks.)

Exiting the Exam software:
Mac and Windows: Click on End Exam -> End Exam Now. Confirm that you wish to end your exam, and follow the on screen prompts to exit the exam software. (Mac: If you have trouble submitting your Exam electronically, turn your airport off and then back on and try again. Windows: Sometimes the PCs lose their authentication to the wireless network. You can exit the exam software without uploading, re-authenticate, and re-launch the exam software. Choose “Open existing exam” and choose the current exam (Date coded in file name). Then select Submit electronically.)

Make sure you receive the electronic receipt (pictured on the reverse of this page) before leaving your exam session. This exam software does not email confirmations; the receipt is your confirmation.

If you have questions or problems with launching or exiting the exam software, Tech Department personnel will be available for assistance during the beginning and ending of exams and in room 2270 during the exam period.